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ABSTRACT

This eight-chapter book presents career development theory through a series of practical steps in which one skill builds on another. The book starts with a broad view of how work meets life needs and fits into the overall patterns of life, and it identifies important questions to consider and skills to develop for effective career planning. This introduction is followed by a discussion and application of skills for planned and effective decision making. The focus then shifts to self-awareness, the lifelong process of career development, and the personal qualities applicable to the world of work. Inventories to help the reader clarify preferences, interests, abilities, and values are included. After an overview of the structure and functions of occupations in the world of work today, techniques for gathering information about occupations are presented, as well as techniques for assessing this information in light of one's own individual needs and lifestyle preferences. In the next step in the career-planning process, personal and occupational exploration come together as information about self and careers is integrated in order to generate career options. The importance of overcoming beliefs and differences with others that impede effective career planning is discussed. Ways to carry out career goals through effective strategies for locating and securing employment are then covered, followed by an overview of the hidden social requirements of the workplace and a discussion of how one can continue self-development through work. Five appendixes include the following: experiential exercises, a self-assessment inventory, a college majors finder, a career information search, and exercises for removing barriers to effective career planning. Contains bibliographical references and index. (KC)

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